



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>MANAGER, RIGHT OF WAY ENGINEERING</b>	<b>41</b>	<b>C</b>	<b>6.301</b>

#### DEFINITION OF THE CLASS:

Under general direction, plans, organizes and directs the statewide right-of-way engineering program; manages the operations and staff within the right-of-way engineering section; coordinates project activities; provides expertise to staff in the accurate analysis and evaluation of problems and adaptation of effective solutions; and does related work as required.

#### DISTINGUISHING CHARACTERISTICS:

The Manager, Right of Way Engineering performs engineering related functions requiring analysis in the application of recognized concepts and principles to resolve difficult problems and analysis in the application of advanced principles and abstract concepts in the development of unique solutions to difficult problems that impact the development of new policies, procedures and long and short range organizational goals. The incumbent in this class deals with internal and external management levels as well as executives, officials and regulatory representatives to solve problems involving conflict or controversy requiring interpretation/application of state and federal laws and regulations or to negotiate solutions within department policy guidelines.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Manages the department's overall land acquisition program including federal land requirements from the U.S. Department of the Interior, Bureau of Land Management for any state or federally funded projects.

Oversees coordination activities by initiating and participating in meetings with managers of other inter-department divisions, local, state and federal agencies to establish acceptable processing steps and time frames to accomplish the goals of project requirements; monitoring work activities of all on-going projects; operating as liaison with divisions throughout the department and outside agencies to insure completeness of information to meet local, state and federal regulations regarding the certification of use of material sites required for road building materials on highway construction projects; participating as a member of the Surplus Property Committee to determine present and future needs to real property owned by the department; and coordinating the work activities of the Las Vegas right-of-way engineering personnel on projects located within the district's region.

Establishes and controls all policies and procedures relating to the Right-of-Way Engineering Section operation statewide to accomplish the goals established by the department's defined work program.

Establishes the priorities of work produced by the Section to meet the objectives of the department's work schedule and ensures that work objectives are met, supervisory needs of the staff are provided for, and that requests from management, local, other state and federal agencies, other divisions and the public are met.

**EXAMPLES OF WORK:** (cont.)

Approves the final right-of-way plans for all projects statewide, the equipment budget requests for right-of-way engineering needs, the appointment of employees to the Section, and the operation budget for the Section.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Ability to perform under the stress of frequent interruptions and/or distractions. Ability to perform effectively under conditions of fluctuating workload and priorities. Ability to accept not readily understood circumstances and take action where answers to a problem are not obvious. Ability to maintain a composed demeanor when faced with hostile, antagonistic or indifferent circumstances. Ability to make oral one-to-one and group presentations to persuade others to accept a specific opinion, action, etc., provide information or explain procedures, policies, and obtain information. Ability to discuss a variety of job-related topics on short or no notice. Ability to handle rapid changes in conversation involving difficult questions. Ability to encourage individuals on a personal, caring basis by approximating a peer type relationship either in a one-to-one or small group situation. Ability to motivate others and stimulate people to effective action.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of where to go within the organization for needed information. Working knowledge of the practical application of algebra, geometry and essentials of trigonometry related to the practice of land surveying and surveying mathematics. Working knowledge of practices of land surveying to the extent related to operation of the Right-of-Way Engineering Section. Working knowledge of laws governing the principles of real estate conveyance.

Ability to set priorities which accurately reflect the relative importance of job responsibilities. Ability to prioritize assignments to complete work in a timely manner when there are changes in workload, changes in assignment, pressures of deadlines, competing requirements, and heavy workload. Ability to work independently and follow through on assignments with minimal or no direction. Ability to read and interpret legal documents such as real estate conveyance deeds, deeds of trust, reconveyance deeds, final decree court documents and agreements. Ability to write grammatically correct routine and technical business correspondence such as brief transmittal letters and complex technical letters to answer inquiries regarding right-of-way problems. Ability to analyze information, problems, situations, practices or procedures to define the problem or objective, identify relevant factors or concerns, identify patterns, tendencies and relationships, formulate logical and objective conclusions, and recognize alternatives and their implications. Ability to coordinate the activities of employees, work program and project scheduling by determining the time, place and sequence of actions to be taken on the basis of analysis of data. Ability to negotiate, exchange ideas, information, and opinions with others to formulate policies and programs and/or arrive jointly at decisions, conclusions or solutions. Ability to establish and maintain cooperative working relationships with subordinate employees, co-workers, upper management, managers of other divisions and state agencies, local and federal governmental agencies. Ability to supervise subordinate employees.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or equivalent education and four years of technical experience at an advanced journey level comparable to an Engineering Technician IV in the right-of-way engineering field, two years of which were in a supervisory capacity; OR

II

Registration as a professional land surveyor and two years of supervisory experience in the right-of-way field; OR

III

A combination of education and experience which provides the applicant with the required knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

6.301

ESTABLISHED: 10/1/67  
REVISED: 7/1/93P  
8/31/92PC